

**2012 Park Cities Fourth of July
Community Parade & Park
Information Sheet**

The Rotary Club of Park Cities is proud once again to be the sponsor of the Park Cities July 4th Celebration.

The parade will be held on Wednesday, July 4th. The parade starts at 9:00 a.m. at Highland Park Tower Hall and terminates at Goar Park. People normally start arriving at the park around 9:30 a.m. Therefore, large tents should be erected beginning at approximately 9:00 a.m. on Tuesday, July 3rd and completed by 8:00 a.m. Wednesday, July 4th. No vehicles may enter the park at any time. All loading and unloading must be done by hand or small push carts from either Vassar or University Park Blvd. You should plan on dismantling your booth and removing it from the park no later than noon on Thursday, July 5th.

If you are using a tent that is 400 square feet or less, you do not need a building permit for your tent. If the tent is larger than 400 square feet, you will need to get a Fire Department permit application from the City of University Park. These are available for downloading at www.uptexas.org under public safety/fire/fire prevention, or in the office of the Fire Marshall at the University Park City Hall. All tents larger than 400 square feet must also have a flame retardant certificate. A fire extinguisher needs to be present in the tent at all times while it is occupied.

I will be marking off booth spaces on Tuesday, July 3rd between 8:00 a.m. and 10:00 a.m. Please let me know when you will be setting up and taking down your booth. I will also need to know your need for water and/or electrical service. The number of connections is limited.

If you are using a tent, please place it forward of the trees. Shaded areas should be left open for residents. Also, picnic tables should be left clear and available for residents. A map showing the approximate location of your booth will be sent to you by June 22nd.

On your Vendor Application, be sure to list what you plan on giving away so that there is as little duplication as possible. No items to be offered for sale during the event.

A fee of \$200 per booth is required to help defray the cost of putting on the parade and picnic. Please make your check payable to "Rotary Club of Park Cities" and mail it with your completed Vendor Application to Tom Rhodes at 5500 Preston Rhodes Ste. 290 Dallas, TX 75205 at your earliest convenience. The deadline is June 15, 2012. We appreciate your working with us to make the Park Cities Fourth of July Community Parade and Picnic a great tradition and pleasant event for the residents of the Park Cities. If you have any questions, please call Tom Rhodes at 214.217.3579.

Sincerely,

Tom Rhodes Jr.

**Park Cities Fourth of July
Community Park Vendor Form**

Please complete this form and return it with your check for \$200 by June 15th to Tom Rhodes,
5500 Preston Road Ste. 290, Dallas, TX 75205.

Name of Contact: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Will you have a tent? Yes _____ No _____ if yes, what size? _____

Electrical Requirements: Yes _____ No _____

Water Requirements: Yes _____ No _____

What will water be used for? _____

Supplier Contact (for items brought into the park such as tents, tables, equipment)

Company: _____

Address: _____

Telephone: _____ Fax: _____

Set-up Date/Time: _____ Take-down Date/Time: _____

Items to be given away: _____

Activities provided: _____